

अण्डमान तथा
Andaman And



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No. 275, Port Blair, Friday, December 27, 2013

अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
खेल एवं युवा कार्य निदेशालय
DIRECTORATE OF SPORTS & YOUTH AFFAIRS

NOTIFICATION

Port Blair dated the 27th December, 2013

No. 271/2013/F.No. 1-1/RR/SAC/2011.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with Govt. of India, Ministry of Home Affairs Notification No. U-14/3/60-ANL dated 11/04/1960 and the supersession of all previous Notifications issued to this effect, the Lieutenant Governor (Administrator), Andaman & Nicobar Islands hereby makes the following rules regulating the method of recruitment to the post of **Store-Keeper (Group 'C', Non-Gazetted, Non-Ministerial)** in the Department of Sports & Youth Affairs, Andaman & Nicobar Administration, namely :-

1. **Short title and commencement :**

- I. The rule may be called Andaman & Nicobar Administration (Department of Sports & Youth Affairs, Group 'C', Non-Gazetted, Non-Ministerial post of Store-Keeper) Recruitment Rules, 2013.
- II. They shall come into force on the date of their publication in the Official Gazette.

2. **Number of posts, classification and scale of pay :**

The number of the said post, its classification and the scale of pay attached thereto, shall be as specified at Sl. Nos. 2 to 4 of the Schedule annexed to these rules.

3. **Method of recruitment, age limit, qualification etc. :**

The method of recruitment, age limit, qualification and other matters relating to the said post shall be as specified at Sl. Nos. 5 to 14 of the said Schedule aforesaid.

4. **Disqualifications :** No person—

- a) Who has entered into or contracted a marriage with a person having a spouse living, or
 - b) Who, having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said post :

Provided that the Lieutenant Governor (Administrator), Andaman & Nicobar Islands, if satisfied that such marriage is permissible under the person and the other party to the marriage and that there are grounds for on doing so, exempt any person from the operation of this rule.

5. Power to relax :

Where the Lieutenant Governor (Administrator), Andaman & Nicobar Islands, is of the opinion that it is necessary or expedient so to do, he may order, for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving :

Nothing in these rules shall effect reservation, relaxation regarding age limit and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. Genl. (Retd.) A.K. Singh
PVSM, AVSM, SM, VSM
Lieutenant Governor,
Andaman & Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-
Joint Secretary (Sports)

SCHEDULE

RECRUITMENT RULES FOR THE POST OF STORE KEEPER
DIRECTORATE OF SPORTS & YOUTH AFFAIRS

1.	Name of the post	STORE KEEPER
2.	No. of post(s)	1 (One)* 2013 *Subject to variation dependent on workload
3.	Classification	General Central Service Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 ` 5200-20200 + Grade Pay ` 2400
5.	Whether selection or non-selection post?	Not applicable
6.	Age limit for direct recruits	18-33 years for male, and 18-38 years for female Relaxable for Government Servants upto 5 years in accordance with the instructions/orders issued by Central Govt. from time to time. Note: The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
7.	Educational & other qualifications prescribed for the direct recruitment	Essential : 1. Must have passed Senior Secondary School Certificate Examination (XII th) from a recognized Board/Institution. 2. Certificate in Computer Application. Desirable : 1. 2 (Two) years experience in handling Store. 2. Graduation in any stream from a recognized University.

8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees ?	Not applicable								
9.	Period of probation	2 (Two) years for direct recruitment								
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled in by various methods	Deputation failing which by direct recruitment								
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made	<p><u>Deputation :</u></p> <p>Officers under Central/State/UTs Govt.</p> <p>(a) (i) Holding analogous post on regular basis in parent cadre/Department.</p> <p style="text-align: center;">OR</p> <p>(ii) With 08 years regular service in the grade of LGC of Amalgamated Clerical Cadre after appointment thereto on a regular basis in the scale of pay in PB-1 of ` 5200-20200 with grade pay of ` 1900.</p> <p style="text-align: center;">AND</p> <p>(b) Possessing the Educational qualification and experience prescribed for direct recruitment under Sl. No. 7.</p> <p><u>Note:</u> For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2006 (the date from which the revised pay structure based on the VIth CPC recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any up-gradation.</p> <p>(Period of deputation, including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Govt. shall ordinarily not exceed 3 (three) years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications).</p>								
12.	If a DPC exists, what is its composition ?	<p><u>Group ‘C’ DPC (for Confirmation) consisting of:</u></p> <table><tr><td>1. Director (Sports)</td><td>— Chairman</td></tr><tr><td>2. Asstt. Director of Edn. (Admn.)</td><td>— Member</td></tr><tr><td>3. Asstt. Director of Sports (Admn. & Plg.)</td><td>— Member</td></tr><tr><td>4. Asstt. Secretary (Perl.)</td><td>— Member</td></tr></table>	1. Director (Sports)	— Chairman	2. Asstt. Director of Edn. (Admn.)	— Member	3. Asstt. Director of Sports (Admn. & Plg.)	— Member	4. Asstt. Secretary (Perl.)	— Member
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3. Asstt. Director of Sports (Admn. & Plg.)	— Member									
4. Asstt. Secretary (Perl.)	— Member									
13.	Circumstances in which UPSC is to be consulted in making the recruitment	Not applicable								
14.	Duties and responsibilities	Attached								

DUTIES AND RESPONSIBILITIES OF STORE KEEPER

1. He/She is the custodian of various store received by him/her.
2. He/She should maintain stock register, files etc. of different store and other store items of respective Department and keep the store properly.
3. He/She shall be vigilant and careful while receipt and issue of the store of correct specification specified in the authorized document of stores.
4. Interaction and coordination with purchase section, if available, to maintain the minimum stock level.
5. He/She ensure codal formalities while taking stock and issue of stores.
6. He/She shall issue the required items from stores to other Circle/Branches as per the requirement with proper invoice.
7. He/She shall extend assistance in physical verification of stores at regular interval.
8. He/She shall prepare duty chart in respect of watch and ward staff and supervision of watch and ward staff.
9. Any other duties as assigned by the In-charge/HoD/DDOs from time to time.